

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Contract Administrator 1 or 2

SALARY RANGE: \$53,910.34 - \$76,393.06 (P22) – Contract Admin. 1
\$64,677.09 - \$92,011.89 (P26) – Contract Admin. 2

WORKWEEK: NE/NL (35 hour workweek)

POSTING PERIOD FROM: May 10, 2016

TO: May 24, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Office of Management & Budget
Cash Management Unit
33 West State Street
Trenton, New Jersey 08625

JOB DESCRIPTION: Under supervision, will develop and administer contracts for the provision of Statewide banking services; conducts the formal Request for Proposal (RFP) competitive bidding process; develops technical proposal specification language, evaluation criteria and cost analyses; coordinates the review and recommendation process for contract awards; supports and coordinates the activities of lower level professional staff responsible for contract administration; leads meetings, motivates others, and communicates with a variety of State officials and bank representatives; does other related work.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) to three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) year of experience involving responsibility for some aspect of contract/grant work.)

NOTE: Preference will be given to candidates who possess the following: Proficiency in the Microsoft Office Suite; excellent public speaking and writing skills; ability to gather and analyze data and information; ability to organize, multi-task effectively and manage deadlines; ability to communicate with a variety of government officials and bank representatives.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Subject line: Contract. Admin.-OMB)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Tanni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer